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ABSTRACT

This agreement between the board of trustees of Schoolcraft Community College District and the Faculty Forum of Schoolcraft College covers the period August 1972-August 1974. Articles of the agreement cover recognition and definitions; board rights; faculty rights and responsibilities; faculty status; faculty load and assignments; department representatives; curriculum instruction committee; leaves of absence; sick leave, personal business, bereavement; grievance procedure; contracts; compensation; fringe benefits; miscellaneous; provisions; conformity to law; whole contract; and termination of agreement. The appendices include the salary schedule, salary agreement, request for change in track placement form, payroll schedule, grievance form, and the college calendar. (MJM)

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AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF SCHOOLCRAFT COMMUNITY COLLEGE DISTRICT AND THE FACULTY FORUM OF SCHOOLCRAFT COLLEGE August 1972 - August 1974

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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AGREEMENT BETWEEN

THE BOARD OF TRUSTEES OF THE SCHOOLCRAFT COMMUNITY COLLEGE DISTRICT

AND

THE FACULTY FORUM OF SCHOOLCRAFT COLLEGE

This Agreement, entered into this 21st day of August, 1972, by and between the Board of Trustees of Schoolcraft Community College District (hereinafter called the "Board") and the Schoolcraft College Faculty Forum, a local unit of the Michigan Education Association and the National Education Association, (hereinafter called the "Forum").

P R E A M B L E

WHEREAS, the Board and the Forum recognize and declare that providing quality higher education consistent with community resources for the people of this College District is their mutual aim and that the character of such education depends, (in part), upon the quality and morale of the professional personnel, and

WHEREAS, the Faculty recognize that their primary responsibility is to perform their professional duties fully, properly, and ethically, and

WHEREAS, the Board has a statutory obligation, pursuant to Act 336 of the Michigan Public Acts of 1947, as amended, to bargain with the Forum as the representative of the faculty with respect to hours, wages, terms, and conditions of employment.

NOW THEREFORE, it is agreed:

ARTICLE I

RECOGNITION AND DEFINITIONS

Section 1. The Board recognizes the Forum as the sole and exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of Michigan, 1965, for all instructors, counselors, and assistant librarians (referred to in this Agreement as "faculty") employed full-time by Schoolcraft College excluding all employees on administrative contracts, part-time, and substitute faculty. References to male faculty shall include female faculty.

Section 2. For the purpose of this Agreement the following terms shall mean:

a) Faculty Member - the term "faculty member" shall mean all instructors, coop-instructors, counselors, and assistant librarians employed full-time by Schoolcraft College and represented by the Forum.

b) Full-Time Instructor - is an instructor who either:

(1) Teaches one (1) or more courses the total of which constitutes nine (9) or more contact hours per semester; or

(2) Teaches in culinary arts and satisfies the definition of a basic load in Article V, Section 2 (e) for a semester; or

(3) Performs the functions of a cooperative instructor and satisfies the definition of a basic load as defined in Article V, Section 2 (f) for a semester; or

(4) Performs the function of an automotive service laboratory instructor and satisfies the definition of a basic load in Appendix L.

c) Full-Time Counselor - the term "full-time counselor" shall mean a counselor who is employed by Schoolcraft College under a probationary or full status contract for a twelve (12) month period and who has a regular work load of thirty-five (35) hours a week.

d) Full-Time Assistant Librarian - the term "full-time assistant librarian" shall mean any assistant librarian who is employed by Schoolcraft College under a probationary or a full status contract for a twelve (12) month period and who has a regular work load of thirty-five (35) hours a week.

e) Definition of Instructional Year - an instructional college year for the purposes of this contract is defined as consisting of the fall and winter semesters, an aggregate of thirty-six (36) weeks. A semester is defined as a period of eighteen (18) weeks, more or less, of which sixteen (16) weeks, more or less, is assigned. Two semesters constitute a thirty-six (36) week contract period for all full-time instructors. (See Appendix E - College Calendar).

Section 3. The Board agrees not to negotiate with any faculty organization other than the Forum with respect to wages, hours, terms, and conditions of employment for faculty members covered by this Agreement for the duration of this Agreement.

Section 4. The Forum will continue to represent all members of the bargaining unit, equally, without regard to membership in the Forum.

ARTICLE II

BOARD RIGHTS

Section 1. Except as modified by the terms of this Agreement, the Board shall retain all rights and powers to manage Schoolcraft College and to direct its faculty as conferred by the laws and constitution of the State of Michigan and of the United States and encompassed in the Board's responsibility to manage the Community College District. These rights and powers shall include, but shall not be limited to:

a) The executive management and administrative direction of its properties, facilities, and faculty.

b) The hiring, assignment, firing, and suspension of faculty subject to provisions of law.

c) The establishment or elimination of curricula, courses of instruction, and extra curricular programs.

The exercise of these rights shall be limited only by the terms of the Agreement and provisions of law.

ARTICLE III

FACULTY RIGHTS AND RESPONSIBILITIES

Section 1. The Board will not discriminate against any faculty member with respect to wages, hours, terms or conditions of employment by reason of his membership in or participation in the activities of the Forum.

Section 2. The Board shall designate bulletin boards or adequate portions thereof for the posting of Forum business notices or social announcements. All such notices or announcements shall be furnished to the Vice President of Business Affairs or his designee prior to posting.

Section 3. The Forum shall have access to faculty mailboxes for its business notices and social announcements. All such notices or announcements shall contain the signature of a Forum official and a copy shall be furnished to the Vice President of Business Affairs or his designee prior to distribution.

Section 4. The Forum shall have the right to use College facilities and equipment for meetings providing the use of such facilities and equipment is scheduled through the office of Business Affairs. The Forum shall pay any overtime costs incurred as a result of the use of college facilities, and shall pay for the cost of all materials and supplies incidental to the use of college equipment. College classified personnel shall not be utilized for Forum business during their working hours.

Section 5. The Board agrees to furnish to the Forum in response to official requests available public information which shall assist the Forum in preparing for negotiations. The Board shall not be expected to compile information but shall provide such information in the form available.

Section 6. Each instructor shall be entitled to freedom of discussion within the classroom on all matters within the framework of the course being taught, which are relevant to the course and within his area of competence.

Section 7. Any full status faculty member may request a change in departmental assignment to another area within his competency by giving official written notice to the appropriate administrator with a copy to the appropriate Vice President. Such notice must be received prior to February 1, of the contract year. Faculty members making such a request will be given first consideration for any existing opening. Assignments shall be made at the discretion of the Board.

ARTICLE III (cont'd)

Section 8. Each faculty member shall have the right upon reasonable request and notice to review the contents of his personnel file, excluding letters of recommendation and employment credentials, with an appropriate administrator. The faculty member may be accompanied by a Forum representative if he so desires. When material is placed in an individual's personnel file the faculty member shall be furnished a copy of said material and shall have ten (10) days to write a rebuttal which shall be attached to the original material in the file.

Section 9. The Board shall not require any faculty member to assume an extra contractual assignment without his prior written consent.

Section 10. Any and all administrative vacancies will be posted. Such notice will contain a list of qualifications necessary to hold a position and a closing date for accepting applications. The Forum is encouraged to submit a recommendation on any person who it thinks is qualified to hold the position. Any application and/or recommendation must be in writing, addressed to the Director of Personnel. The Board shall have the sole authority to fill these vacancies.

Section 11. The presence of cameras, tape recorders or similar recording devices during the meeting of a class shall be subject to the permission of the instructor.

Section 12. The faculty member is entitled to the enjoyment of his constitutionally guaranteed rights. When he acts as a private citizen, he shall be free from institutional discipline. The faculty member, mindful of his responsibility to protect his own and the institution's integrity, shall exercise reasonable care to show that he is acting as a private citizen and does not speak for nor represent the College.

Section 13. A faculty member shall at all times be entitled to have present a representative of the Forum when he is being reprimanded or disciplined.

ARTICLE IV

FACULTY STATUS

Section 1. Probationary Status

a) Faculty members shall be employed in a probationary status during the first two (2) years of their employment at Schoolcraft College. However, if his evaluations should be less than satisfactory he may be offered a probationary contract for his third year of employment. Should the third year evaluations be satisfactory, the faculty member shall be offered a full status contract.

Section 2. Evaluation

a) During the probationary period, probationary faculty members shall be subject to a continuous formal evaluation.

b) The following evaluation procedure will be utilized by the Office of Instruction and/or the Office of Student Affairs in evaluating probationary faculty members:

1) There will be three evaluations per year by each evaluator, two in the fall semester, one in the winter semester.

2) Evaluations will be conducted by the appropriate Director, Head Librarian or Vice-President for Student Affairs, and by the Department Representative.

3) Evaluations will be carried on in the classroom, the laboratory, or other locations where the faculty member performs his duties.

4) Written reports will be made of each evaluation.

5) After each written evaluation, a conference will be held between the probationary faculty member and the two evaluators. The written evaluation will be discussed with the probationary faculty member and initialed by him before the evaluation is placed in his personnel file.

6) The probationary faculty member may make a written response to the evaluation. The response must be made within ten (10) working days after the conference with the two evaluators and will

be attached to the evaluation.

7) The evaluation and response will be forwarded to the appropriate Vice President.

8) Student evaluation may be requested by either or both of the evaluators or by the faculty member.

9) Where a probationary performance shows deficiencies, the deficiency must be stated in writing along with a plan for improvement. Such a plan must be jointly formulated by both evaluators and presented to the probationary faculty member in a conference with the appropriate Dean and appropriate Vice President. Should the evaluators be unable to agree on such a plan, it shall be devised by the appropriate Dean or Vice President.

10) Should it be necessary to revise or develop an evaluation form, such form will be revised or developed by the appropriate Vice President in consultation with the Curriculum Instruction Committee or Counselors or Assistant Librarians.

Section 3. Each probationary faculty member will be notified in writing by March 15 of one of the following:

a) The continuation of the probationary contract.

b) The placement of said probationary faculty member on a full status contract.

c) Termination of employment.

Section 4. Probationary status may be terminated in the following manner:

a) By mutual consent at any time.

b) By resignation of the faculty member at the end of the Instructional College Year, provided written notice of such resignation is given as soon as possible but not later than forty-five (45) days before the end of the Instructional College Year.

c) By administrative action during the course

of the Instructional College Year. Termination of probationary status during the course of the Instructional College Year shall be for cause. A written notice of termination, setting forth the reason for such action, shall be furnished the faculty member. Within fifteen (15) days after the receipt of such notice, the faculty member may request a hearing before the Board by presenting a written request to the Chairman of the Board, with a copy to the President of the College. The procedure set out in Article IV, Section 7 shall be followed.

d) By administrative action at the end of the Instructional College Year. The release of a faculty member on probationary status may take place at the end of the Instructional College Year without recourse to the grievance procedure. At least forty-five (45) days prior to the end of the Instructional College Year the probationary faculty member shall be notified of his release and the reasons therefor in accordance with the provisions of Section 3 of this Article. Within ten (10) days of the receipt of such notice the probationary faculty member may request a hearing before the Board. Such request shall be in writing. The Board shall schedule the hearing within thirty (30) days from the date of the receipt of such written request. In reaching its decision the Board shall review and consider the employee's probationary evaluation reports. The Board may consider all other matters it deems relevant in reaching its decision.

Section 5. Faculty members who have successfully completed their probationary period shall be employed under a full status contract.

Section 6. Full Status Faculty Member

a) A full status faculty member shall receive a contract that will guarantee his continued services except for the following conditions: termination, staff reduction, retirement, resignation.

b) An annual salary agreement (See Appendix A) is required for use with this continuing contract.

c) A full status contract may be terminated by the Board (See Section 7 of this Article, Procedure for Terminating a Full Status Contract) for the following reason(s): of retirement due to age; or good and adequate cause

(good and adequate cause includes immorality, conviction of a felony, insubordination, and incompetency); or as an outgrowth of the suspension procedure.

d) A full status faculty member may be suspended with pay for good and adequate cause (See Section 8 of this Article Procedure for Suspending a Full Status Faculty member).

Section 7. Procedure for Terminating a Full Status Contract

a) A notice of intention to terminate the contract must be furnished by registered mail to the Faculty member by March 1. A Faculty member may terminate his contract by notifying the Board by April 1. Such notices must be accompanied by a written statement outlining the specific reason (s) for such action.

b) Within fifteen (15) days of the receipt of the termination notice, the Faculty member may request a hearing before the Board by presenting a written request to the Chairman of the Board.

c) Such a hearing must be held within fifteen (15) days after the Chairman has received the request. The Faculty member may be represented by counsel, by representatives of the Forum and may call witnesses. At the Faculty member's option, the hearing may be open or closed.

d) Within ten (10) days from the date of the hearing the Board shall tender a written decision to the Faculty member by registered mail.

e) If the Faculty member is not satisfied with the decision of the Board, he may within five (5) days submit the decision to arbitration by serving a written notice to the Board at which time Step Four of the Grievance Procedure shall become operable.

f) All records of these proceedings shall be kept separate from the personnel file of the Faculty member.

Section 8. Procedure for Suspending a Full Status Faculty Member.

a) A notice of suspension must be furnished in writing by registered mail to the Faculty

member. Such a notice must be accompanied by a written statement outlining the specific reason (s) for such action.

b) A hearing before the Board of Trustees shall be held not later than the next regularly scheduled meeting of the Board. The Faculty member may be represented by counsel, by representatives of the Forum, and may call witnesses. At the Faculty member's option, the hearing may be open or closed.

c) Within ten (10) days from the date of the hearing, the Board shall tender a written decision.

d) If the Faculty member is not satisfied with the decision of the Board, he may within five (5) days submit the decision to arbitration by serving a written notice to the Board at which time Step Four of the Grievance Procedure shall become operable.

e) All records of these proceedings shall be kept separate from the personnel file of the Faculty member.

Section 9. Evaluation of Full Status Faculty

a) All full status faculty members shall be evaluated once every three (3) years by the appropriate director, head librarian or Vice President for Student Affairs and by the Department Representative or his designee in the event of his own evaluation. No more than one third (1/3) of the full status faculty shall be evaluated in any one (1) academic year, the order to be determined by beginning with the top of the faculty seniority list and extending to it's conclusion;

1) The evaluation will be based on separate visits of not less than one (1) class period during the same semester by each evaluator at a time mutually agreed upon between the faculty member and the evaluator.

2) Evaluations will be conducted in the classroom, laboratory or other location where the faculty member performs his duties.

3) Within ten (10) working days after the second (2nd) evaluation a joint conference will be held between the faculty member and the evaluators.

Their written evaluations will be discussed with the faculty member and initialed by him before they are placed in his personnel file. The faculty member may at his discretion have a Forum representative present during the evaluation conference.

4) The faculty member may make a written response to the evaluations. The response must be made within ten (10) working days after the conference with the evaluators and will be attached to the evaluations.

5) Student evaluation may be requested by agreement between both of the evaluators or by the faculty member. When such an evaluation occurs it must take place in the same semester during which the formal evaluation has occurred. Such an evaluation must include all classes currently being taught by that instructor, or a sampling of fifty (50) students from that counselor's load.

6) Where performance shows deficiencies, the deficiencies must be stated in writing along with a plan for improvement. Such a plan must be formulated by the evaluators and presented to the faculty member in a conference with the Director or Head Librarian and the appropriate Dean and appropriate Vice President.

7) The form (s) necessary to carry out the evaluation shall be developed by the Forum Senate at which time they shall become appendices to the Master Contract. In any event, such forms shall be completed and available for use by November 1, 1972, but in no case later than the beginning of the 1972-73 Winter Semester.

Section 10. Staff Reduction

A) Seniority

1. A faculty member shall be entered on the seniority list of the College from his initial date of full time employment. In case of equal seniority higher rank shall be determined alphabetically beginning with the letter A.

2. Seniority rank shall be maintained during absence from the College due to staff reduction.

3. A faculty member shall lose seniority with the College if he resigns, quits, is discharged or is laid off for longer than three (3) years.

4. A faculty member shall accrue faculty seniority only for the time during which he was employed as a full time faculty member, on a professional leave or on involuntary military leave.

B) Reduction of Faculty

1. Whenever necessary, because of insufficient student enrollment as defined in paragraph D below, to decrease the size of the full time faculty in any discipline, (e.g. economics) counseling service or library facility, the Board, upon recommendation of the President may lay off the necessary number of faculty in the discipline (s) or areas affected.

    1. The placement of faculty in the affected discipline or area on lay off shall begin with probationary faculty in that discipline or area, and then full status faculty from that discipline or area in inverse order of their seniority.

2. Whenever necessary to decrease the size of the full time faculty staff because of insufficient funds, the Board, upon recommendation of the President, may cause the necessary number of faculty, beginning with those serving probationary periods, to be placed on lay off without pay, but only in inverse order of their accrued faculty seniority. Should it become evident that a particular department will be unable to function because of seniority reduction of staff, inter-departmental transfers of qualified staff members shall be allowed. If a position cannot be filled with a qualified staff member in accordance with seniority an instructor with lower seniority may be retained in order to maintain continuance of the program. Should this not resolve the problem, the Board's representatives shall negotiate with the Faculty Forum for a satisfactory solution.

3. Relation to filling positions, Supplementals and Part-time Faculty.

a) A faculty member about to be laid off shall be given preference based on seniority for another full-time position for which he is qualified. The secondary faculty member affected by this procedure shall also have the right based on seniority and qualifications to displace (bump) a faculty member. The last faculty member affected shall then be the one who is laid off.

b) A faculty member who does not have a full load in any given semester shall be given priority to acquire a full load by assuming any open class or classes which he is qualified to teach.

c) A faculty member who is on lay off shall be given preference as a part-time instructor to teach courses for which he is qualified at the Supplemental rate.

C) Reinstatement of Faculty Members

1. When circumstances shall be appropriate each faculty member placed on lay off, as aforementioned, shall be reinstated in inverse order of his placement on lay off.

2. Faculty members who return from lay off defined above, shall not be subject to loss of credit for previous years of service.

3. The Personnel office shall notify faculty members on lay off of openings for which they are qualified. No new appointments shall be made where there are available faculty members on lay off who are qualified to fill the vacancies, unless such faculty members shall fail to advise the Personnel Office of their acceptance of employment within 15 calendar days from the date of mailing of their notification. Such notification shall be sent by registered mail, return receipt requested.

4. If more than one qualified faculty member on lay off applies to fill a vacancy, the applicant having the greatest seniority shall be offered the position.

L) Insufficient enrollment is defined as one of the following:

1) In the second consecutive semester in which every member of a given discipline did not have a basic load staff reduction may be implemented. Such notice of layoff must be given no later than March 15th. This means that the layoff becomes effective with the beginning of the next instructional year.

2) In case any member of a given discipline cannot be assigned any part of a load, staff reduction may be implemented to take effect at the end of that semester.

3) Should the head count load for counselors fall below an average of 200:1 (based on day head count) for two (2) consecutive semesters then staff reduction may be implemented. Such notice of lay off must be given on or before March 15th. This means that the layoff becomes effective with the beginning of the next instructional year.

ARTICLE V

FACULTY LOAD AND ASSIGNMENTS

Section 1. Length of Class Session - A class scheduled for one hour shall include fifty (50) minutes of instruction and ten (10) minutes of passing time. In classes scheduled for more than one (1) hour in the same session, the instructor may schedule a break equivalent to ten (10) minutes per hour for each hour except the last hour where the ten (10)minutes shall be used for passing time. Any variation must have the approval of the instructor and the appropriate director or dean.

Section 2. The basic load of a faculty member shall be one of the following:

a) Faculty members who are assigned lecture courses exclusively shall have a basic load of fourteen to sixteen (14-16) contact hours per semester, with a minimum of thirty (30) contact hours for the Instructional College Year. Provided, however, that the English Composition Courses (English 51, 85, 101, 102, 116, 201,202) shall be equated on the basis of four (4) contact hours for each three (3) contact hours taught.

b) Faculty members who are assigned either laboratory-lecture courses, or a combination of lecture and lecture-laboratory courses, or combinations of lecture and laboratory courses shall have a basic load of fifteen to sixteen (15-16)contact hours per semester, with a minimum of thirty (30) contact hours for the Instructional College Year.

c) Faculty members who are assigned courses in health, and vocational-technical areas (Budget Series 200 and 300, excluding culinary arts) shall have a basic load of sixteen (16) contact hours per semester with a minimum of thirty-two (32) contact hours for the Instructional College Year. The basic load for instructors in the associate degree, practical nursing and medical records programs shall be thirty-two (32) contact hours averaged over the Instructional College Year. Any hours over thirty-two (32) for the Instructional College Year shall be considered an overload and compensated for.

d) Faculty members who are assigned to any of the following programs shall have a basic load of thirty-five (35) clock hours per week:

(1) Assistant Librarians
(2) Counselors

e) The basic load for instructors who teach in Culinary Arts is the time required to perform all duties necessary to meet their assigned schedule. The time required to perform their duties exceeds

a thirty-five (35) clock-hour week. (See Article 12, Section 10).

f) Faculty members performing the function of a co-operative education instructor shall be assigned at least forty-five (45) but no more than sixty-five (65) cooperative students a semester. For purposes of establishing an underload or an overload three and one-half (3 1/2) students shall be equated to one (1) contact hour per semester. Cooperative education instructors having less than the minimum number of assigned students in a semester may be assigned an additional class in accordance with Section 3 of this Article in order to meet the requirements of a basic load. For every three and one-half (3 1/2) students in excess of sixty-five (65) the cooperative education instructor shall be compensated for one (1) hour of overload.

g) Community Service program assignments shall not be considered as part of a faculty members load.

Section 3. The basic load of an instructor shall be scheduled prior to registration. The basic load shall not include combined courses taught in one assembly unless otherwise agreed to by the instructor. No class offered may be cancelled until formal registration is completed. Should the load of an instructor be less than basic load at any time he shall be assigned an open day or evening class or classes to establish his basic load. When such assignments are made:

a) No more than one (1) class per semester shall be assigned outside of the time span as set out in Article V, Section 9a, unless mutually agreed to.

b) Such assignments are made in consultation with instructor.

c) No classes within a discipline will be assigned to anyone outside the bargaining unit until basic loads within that discipline are satisfied.

Section 4. For the purpose of establishing a basic load, courses taught in combination in one assembly shall be treated as one course or section and shall be given the weight of that course or section having the greatest number of contact hours. Where multiple sections of the same course are assigned to an instructor to be taught in one assembly, the combined sections shall be treated as separate sections for the purpose of establishing a basic load.

Section 5. If, in scheduling the load of an instructor to meet the requirements of a basic load, the instructor

is scheduled to teach contact hours in excess of the maximum necessary for a basic load in Section 2 of this Article, the contact hours in excess of the maximum necessary for a basic load shall be considered overload.

Section 6. A course preparation is the time needed to prepare one (1) or more sections of a single course or combined sections of two (2) courses taught in one (1) assembly. The number of course preparations assigned to an instructor as part of his basic load at any one time during a semester shall not, except by mutual agreement between the faculty member and the appropriate administrator, exceed three (3) preparations provided:

a) Multiple sections of the same course taught in one (1) assembly or combined sections of two (2) courses taught in one (1) assembly shall be the same as teaching one section of one (1) course and shall only be considered as one (1) preparation.

b) Preparations in Physical Education shall be set at four (4).

c) Preparations in the Apprenticeship Program shall be set at five (5). Where these courses are taught in combination with course offerings in other disciplines single preparations shall be equated one (1) for two (2).

d) Applied music courses shall be excluded from course preparations.

e) Such agreed upon additional preparations shall be compensated for at the rate of three hundred ($300) dollars.

Section 7. Where an instructor desires to be assigned to teach a class or classes in addition to his basic load, such assignment shall be considered as a supplemental assignment. Supplemental assignments made during the Instructional College Year shall be limited to four (4) contact hours per semester or one (1) class per semester whichever has the greater contact hours.

Supplemental assignments made during the Spring or Summer sessions shall be limited to either:

a) One class having more than eight (8) contact hours per session, or

b) Two (2) classes or eight (8) contact hours whichever has the greater number of contact hours.

Except during the Spring and Summer session which will be based on the department rotational policy, no instructor may be given a supplemental assignment prior to registration, and then only after all basic loads have been assigned within the department.

Section 8. Preference shall be given for supplemental teaching assignments to full-time members of the instructional staff provided such assignments fall within their area of competence.

Section 9. Faculty Working Day/Week The professional obligations of a faculty member shall be fulfilled between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Faculty members are not required to be physically present at all times during these hours. Nothing herein shall prohibit an instructor from accepting a seven (7) hour span outside these time limits as mutually agreed to between an instructor and the Administration.

a) The time required to fulfill an instructor's basic load shall not exceed a span of seven (7) hours.

b) The work day for counselors and librarians shall consist of seven (7) hours exclusive of lunch hours. The college reserves the right, when necessary, to include one (1) evening per work week as a regular extension of the work week for counselors. This extension of the work week shall be compensated for either at the rate indicated under Article XII, Section 10, or through the use of compensatory time.

c) Between the hours of 8:00 a.m. and 5:00 p.m. and without the consent of the instructor, an instructor will not be required to teach in continuous sequence:

(1) A lecture class or classes for more than two (2) consecutive hours.
(2) A lab-lecture or laboratory class for more than three (3) consecutive hours.
(3) A lecture hour immediately preceding or following a separate laboratory session.

Instructors in Health Careers and Culinary Arts Programs, and instructors teaching outside of the college week are expressly exempt from these provisions.

Section 10. Office Hours. The instructor shall post at least five (5) office hours during the college week in which students may make appointments. In the event an instructor is unable to meet all or part of a scheduled

office hour, he shall post suitable notification.

Section 11. Extra Curricular Activities. Each faculty member shall be assigned to not more than one (1) extra curricular activity per college year. Such activities shall include and be limited to dances and student club sponsored activities. Assignments shall be made by the Vice President of Student Affairs or his designee.

Section 12. Attendance at Formal Ceremonies. It is expected that all faculty will be in attendance at the College graduation ceremonies. Formal receptions or dedications may be attended by the faculty on a voluntary basis.

Section 13. Counseling/Advising - The counseling and advising of students shall be the responsibility of the Vice President for Student Affairs and the Director of Counseling.

a) Whenever the Vice President for Student Affairs and the Director of Counseling deem it necessary, they may seek the assistance of full status instructors to assist with the advising of students. The decision as to the number of instructors necessary shall be made by the Vice President for Student Affairs and the Director of Counseling.

b) Such additional advising responsibility shall be considered as an extra contractual assignment to be paid to the instructor at the rate of One Hundred ($100) Dollars per semester.

c) The Board shall make every effort to maintain a student counselor ratio of 400:1 (based on day head count).

Section 14. Faculty Absences - It is expected that all scheduled class and/or office commitments will be met by the faculty member. Absences from classes or office hours, except in case of personal illness or emergency shall be arranged at least 24 hours in advance with the appropriate director or dean. In the case of personal illness or emergency, the appropriate administrator shall be notified as far in advance as possible of the first class or office commitment to be missed.

Section 15. Class Size - Class size will be established at no more than thirty-two (32) students in any recitation section and no more than twenty-nine (29) in any English Composition section.

However, no instructor's assignment shall exceed an average of thirty (30) students per recitation section or twenty-seven (27) per English Composition section. In no case shall the number of students in a laboratory section exceed the number of fixed stations contained in the room to which the laboratory section is assigned. Nothing contained herein shall prevent an instructor from accepting additional students as agreed upon between the instructor and the student (s).

Section 16. Re-Assigned Time

a) The value of reassigned time in the form of a reduction of basic load, to pursue problems essential to college functioning, is recognized by both parties.

b) In determining his recommendations on request for reassigned time, the appropriate director shall consider the following items:

(1) Identification of the problem.
(2) Organized plan to approach solution.
(3) Significance and degree of innovation involved in solution.

c) Once the request for reassigned time has been approved by the Director the recommendation will be subject to the approval of the appropriate Vice President.

Section 17. Registration - Faculty members shall not be assigned any clerical duties during registration. However, this provision in no way precludes the possibility of faculty members volunteering their services. A faculty member, if he wishes, may assist the Vice President for Student Affairs and his staff in any capacity.

ARTICLE VI

DEPARTMENT REPRESENTATIVES

Section 1. Departments will be established in accordance with the following:

DEPARTMENTS
1. Mathematics
2. Biology
3. Chemistry
4. Geology/Physics/Geography
5. Art/Music
6. Speech/Drama/Language
7. English/Reading
8. Accounting/Data Processing/General Business/Co-op
9. Sec. Sciences
10. Health Careers: Practical Nursing, Medical Records, Occupational Therapy, A.D. Nursing
11. Arch/Civil Tech/Automotive
12. Drafting/Mfg./Welding/Electronics/R.I.
13. History/Philosophy/Political Science
14. Economics/Sociology/Psychology
15. Physical Education
16. Counselors/Asst. Librarians/Cul. Arts

Section 2. When a vacancy occurs, a Department Representative shall be elected from the full-time members of a department by a majority vote of all full-time members of the department.

Section 3. The term of office of the Department Representative shall be for one (1) year commencing on the 15th of September.

Section 4. The Department Representative shall assist the appropriate administrator in the following:

a) Analysis of staff needs and recommendations concerning individuals to fill full time vacancies.

b) To formulate recommendations for the Office of Instruction in the planning and equipping of facilities that may be utilized by the department.

c) The formulation of the departmental budget request.

d) Cooperate in the formulation of and, when necessary, alteration of master class schedules

for the department.

e) The participation in (and attendance at) departmental meetings. The Department Representative shall conduct at least one meeting per month.

Section 5. Department Representatives shall be paid $200 and an additional $20 for each additional full time faculty member assigned to his department.

The Department collectively shall:

1. Establish Textbook policy.

2. Formulate recommendations to be made to the Curriculum Instruction Committee (See Article VII) regarding curriculum or course changes within the department. All recommendations shall be furnished to the Director or the appropriate administrator for comments prior to presentation to the Curriculum Instruction Committee by the Department Representative.

ARTICLE VII

CURRICULUM INSTRUCTION COMMITTEE

Section 1. In order to facilitate communications between the faculty and the administration concerning instructional and curriculum development, a Curriculum Instruction Committee will be maintained.

Section 2. The committee will consist of twenty (20 members including eight (8) administrators; four (4) department representatives from the Applied Sciences area; five (5) department representatives from Arts and Sciences; one (1) counselor, and two (2) students. The eight (8) administrators shall include: the Vice President of Instruction (who shall serve as chairman of the committee); the Director of Community Services; two (2) Deans, namely, Dean of Applied Sciences and the Dean of Arts and Sciences, and four (4) Directors of Instruction.

Section 3. The committee shall be advisory to the Vice President of Instruction and shall act upon all curriculum and course changes proposed by the departments and/or the Office of Instruction prior to recommendations being made to the President and the Board. The committee will also consider other matters relative to the curriculum and instructional process. All matters referred to the committee shall be placed on the agenda.

ARTICLE VIII

LEAVES OF ABSENCE

Professional and Personal Leaves of Absence may be granted only for the purposes enumerated in this Article. Unless otherwise specifically provided, such leaves shall be unpaid leaves of absence.

Section 1. Professional Leaves and General Provisions

Full status faculty members shall be eligible to request professional leaves. The following general provisions shall apply for all professional leaves of absence:

a) A professional leave of absence may be granted for one of the following purposes:

(1) Advanced study.
(2) Sabbatical
(3) Exchange teaching or assignment.
(4) Foreign Country or Overseas Military School teaching or assignment.
(5) Participation in National Defense Graduate Fellowship.
(6) Other professional leaves:
(a) An assignment within Schoolcraft College; or
(b) For employment outside of Schoolcraft College.

b) Application for a professional leave of absence (except sabbatical) shall be filed with the appropriate director and submitted to the President through proper channels not later than March 1st for a leave requested for the succeeding Fall semester and not later than November 1st for a leave requested for the succeeding Winter semester.

c) A faculty member shall receive credit for time spent on a professional leave of absence for purposes of any salary increases granted while on such leave.

d) Benefits or rights accumulated by a faculty member prior to the effective date of the leave of absence shall be carried forward and credited to the faculty member upon his return.

e) At least sixty (60) days before the expiration date of the professional leave, the faculty member must submit in writing to the President of the College either his intention to return, or request for an extension of the professional leave. Failure to so comply shall constitute termination of employment. The only exception shall be in the case of a Sabbatical Leave where a separate contract containing an agreement to return is signed.

f) Faculty members who have been on a professional

leave shall not be eligible for another professional leave for a two (2) year period after their return.

g) Unless otherwise specified, all professional leaves shall be for a period of one (1) year. However, with the approval of the President, such leaves may be extended for an additional period not to exceed one (1) year.

h) A faculty member returning from a professional leave of absence shall return to his former position or one of like status. This is subject to the provisions of the staff reduction article.

Section 2. Advanced Study - With the approval of the President an eligible faculty member may be granted a leave of absence without pay for advanced study.

Section 3. Sabbatical Leave - The purpose of a sabbatical leave is to provide for professional growth of the faculty that is not possible while teaching a basic load or fulfilling a full-time appointment. The sabbatical leave should not only be of value to the individual but must have an impact on the quality of instruction at Schoolcraft College. Sabbatical leaves may be granted for advanced study, research or other cognate purposes.

Sabbatical leaves may be granted for the Fall and/or Winter Semester for instructors, and for periods of six (6) or twelve (12) calendar months for Assistant Librarians and Counselors. Payment for such leaves will be at full salary for a semester for instructors and for a six (6) month period for Counselors and Assistant Librarians, and at the rate of one-half (1/2) pay if for two semesters or for twelve (12) calendar months.

a) Sabbatical leaves may be taken at seven (7) year intervals. To be eligible for a sabbatical leave a faculty member must have been employed for seven (7) consecutive years by Schoolcraft College. Time spent on leave without pay shall not count toward consideration for sabbatical leave.

b) All requests for sabbatical leaves shall be submitted to the appropriate Vice President, who in turn will present the request to the Sabbatical Selection Committee. The initial request shall include:

(1) The nature of the leave.
(2) The outline of the experiences to be provided the applicant.
(3) The anticipated value of the leave

to the College.

(4) The timing and length of the leave.

c) The request for a sabbatical leave must be filed no later than February 1 of the fiscal year preceeding the fiscal year in which the faculty member desires the leave.

d) A Sabbatical Leave Selection Committee shall be selected each year to evaluate the requests submitted. The Committee shall be composed of five (5) faculty members, selected by the Forum, the Dean of Applied Sciences, and the Dean of Arts and Sciences. In the event a member of the Selection Committee requests a sabbatical leave, he shall resign from the Committee prior to the submission of that request.

e) Sabbatical leaves shall be limited to purposes that clearly promise reciprocal advantage to the College and to the applicant. In making their recommendations, the Committee shall also consider the following points:

(1) The extent to which plans submitted for use of time while on leave are definitive and educationally constructive.

(2) The extent to which a leave could have an immediate impact on the quality of instruction or service at the College through the faculty member's increased competence in his field and/or instructional techniques.

(3) The recency of advanced graduate work or professional study completed by the applicant.

(4) Reasonable and equitable distribution of leaves across the College organizational structure.

The Committee has the authority to request additional or supplemental information from the applicant as well as to establish additional guidelines. If the Committee feels that a conference with the applicant would be helpful, they have the right to schedule such an interview.

f) Granting of Sabbatical Leaves - The Sabbatical Leave Selection Committee shall submit their recommendations to the President. The President shall submit the recommendations of the Committee

as well as his recommendations to the Board. All applicants shall be notified of the action of the Board of Trustees by April 1.

(1) It shall be understood that a faculty member on a sabbatical leave shall not engage in any remunerative work without the written approval of the President.

(2) During the sabbatical leave, a faculty member shall neither accrue vacation days nor shall he be eligible to take vacation days.

Section 4. Exchange Teaching or Assignment - Eligible faculty members may be granted professional leaves of absence for exchange teaching and/or assignments. Such leaves must have the approval of the President.

Section 5. Foreign Country or Overseas Military School Teaching.

Eligible faculty members may be granted professional leaves of absence for foreign country or overseas military school teaching. Such leaves must have the approval of the President.

Section 6. National Defense Graduate Fellowship and National Science Foundation Program.

Eligible faculty members may be granted professional leaves of absence for up to three (3) years in order to pursue a graduate program under a National Defense Graduate Fellowship or National Science Foundation Fellowship. Such leaves must have the approval of the President.

Section 7. Other Professional Leaves - Eligible faculty members may be granted professional leaves in order to undertake another assignment with Schoolcraft College or to pursue employment outside of Schoolcraft College. Such leaves must have the approval of the President.

LEAVES OF ABSENCE

Section 8. Personal Leaves Defined - Unpaid personal leaves of absence may be taken for the following reasons:

a) Health
b) Maternity
c) Illness in the immediate family
d) Military Service
e) Public Service
f) Jury Duty
g) National, State or local teacher association duties.

All personal leaves of absence shall be subject to the approval of the President.

Leaves of absence for (e) and (g) shall be limited to full status faculty members.

Applications for such leaves shall be made in writing and filed with the appropriate director for submission to the President.

Unless it is a physical impossibility to do so before 2/3rds of the leave time has elapsed, unless otherwise specified, the faculty member must notify the President of his intention to return or his request for an extension of such leave. Failure to do so or failure to return at the end of such leave will constitute termination of employment.

Section 9. Health Leave - An extended health leave due to physical or mental causes which do not fall within the sick leave policy may be granted to full status faculty members upon the request of the faculty member and with the approval of the President. Such requests shall be accompanied by a written diagnosis by the attending physician.

Extended health leaves may be renewed with the approval of the President.

Requests for extensions of such leave or notice of an intention to return must be accompanied by a physician's statement attesting to the faculty member's fitness to resume his duties. The College may at its expense require a concurring opinion from its physician before agreeing to the faculty member's return. In the absence of concurrence additional medical evidence may be required at the Board's expense from a mutually agreeable source. If said leave or extension is denied the faculty member has the right to appeal to the Board.

Section 10. Maternity Leave - A faculty member who is an expectant mother shall be granted a leave of absence for a period not to exceed two (2) semesters beyond the end of the semester in which the leave takes effect. Faculty

members desiring maternity leaves must notify in writing the appropriate director no later than one (1) month prior to the date the leave is to take effect. In an emergency situation the above requirements would be waived. Whenever possible, maternity leaves will be scheduled to commence at the beginning of a semester. Return to the College prior to the expiration date of the leave shall be permitted only upon the advice of a physician and the concurrence of the President.

Section 11. Illness in the Immediate Family - A leave may be granted to faculty members to care for ill members of his immediate family upon the request of the faculty member and with the approval of the President. At least sixty (60) days before the expiration date of the leave, the faculty member must submit in writing to the President either his intention to return, as agreed, or a request for an extension of the leave.

Section 12. Military Leaves - Any faculty member who may be conscripted into the Armed Forces of the United States for military service or training or who enlists therein when conscription appears imminent shall be granted military leave of absence and shall be reinstated following completion of the leave providing it is for the minimum enlistment or conscription term. His salary upon return shall include all annual increments accrued under the salary schedule. A faculty member who enlists when conscription is not imminent may be granted a military leave upon the recommendation of the President. Request to return from leave must be made at least sixty (60) days prior to the beginning of the semester in which the faculty member requests to return.

When a faculty member must take temporary military leave (not to exceed fourteen (14) school days) during the instructional college year, the Board of Trustees shall compensate the faculty member involved for the difference between his pay and the military pay and shall provide a substitute for his position if necessary. The manner of payment during this period will be specified by the College Business Office.

Section 13. Public Service - Faculty members may be granted leaves for public service. Written request for such leaves shall be made no later than one (1) month prior to date such leave would take effect. Public Service leaves shall be for one (1) or two (2) semesters and are limited to:

a) Campaign for public office.
b) Serving as a public official.

c) Serving in the Peace Corps.

Section 14. Teacher Organization Duty - Upon the recommendation of the President, a faculty member may be granted leave for National, State, local teacher organization duty and/or employment. Sufficient notice must be given to enable the Board to make adequate provisions for replacement. No more than five (5) members of the instructional staff shall be allowed such leave at any one time.

Section 15. Jury Duty - Any faculty member who is called for and reports for jury duty shall be paid an amount equal to the difference between the faculty member's salary as computed on a daily basis and the daily jury duty fee paid by the court for each day he performs jury duty. In order to receive payment under this section the faculty member must give the appropriate Vice President prior notice that he has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which he claims payment. The provisions of this section are not applicable to any faculty member who, without being summoned, volunteers for jury duty.

ARTICLE IX

SICK LEAVE, PERSONAL BUSINESS, BEREAVEMENT

Section 1.- Sick Leave - Fifteen (15) days per year, credited annually, will be granted to each faculty member, with accumulation to one hundred twenty (120) days. Prior to the exhaustion of the one hundred twenty (120) days, should additional days be needed, the individual may withdraw additional days from a sick leave bank to a combined maximum of one hundred twenty (120) days. Application for such withdrawal will be made to the Personnel Office upon recommendation of the Forum. The bank will be developed by taxing each faculty member three (3) days annually until a maximum of one thousand (1000) days is accumulated in the bank. When the bank is reduced to a minimum of seven hundred fifty (750) days each member will again be taxed three (3) days. Each faculty member shall be informed by the Personnel Office of his accumulated sick leave days and the status of the bank. A faculty member requesting days from the Sick Leave Bank must submit evidence of need to the President of the Faculty Forum with a copy to the Director of Personnel prior to approval except when physically impossible to do so.

Section 2. Personal Business Days - The number of days allowed annually for reasons of personal business is limited to four (4) days.

Section 3. In case of bereavement, the number of days granted will be those deemed necessary by the appropriate Dean or Vice President for Student Affairs. Leaves granted will not be deducted from the accumulated sick leave.

ARTICLE X

GRIEVANCE PROCEDURE

Section 1. Definitions

a) The term "grievance" shall mean a claim of an alleged violation, misinterpretation, or misapplication of this Agreement or of an alleged violation, misinterpretation, or misapplication of existing Board rules, regulations, or policies.

b) The term "grievant" shall mean any faculty member, group of faculty members, or the Forum asserting the claim.

c) The term "day" shall mean calendar days and shall exclude Saturdays, Sundays, and Holidays defined in the College Calendar.

Section 2. General Provisions

a) All discussions shall be kept confidential among the grievant, the Forum representative, if any, and the administration in the absence of the consent of the grievant.

b) All grievances shall be filed and processed on the forms developed by the Board and the Forum. (See Appendix D)

c) The time limits indicated at each level shall be considered as a maximum; however, said time limits may be extended by mutual consent in writing.

d) If the grievant, the administrator, the board, or its designee fails to meet the specified time limits, the grievance shall be advanced to the next step. The grievant, however, may withdraw the grievance at any step by notifying the appropriate administrator, thereby accepting the decision previously rendered.

e) All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the grievant.

f) The grievant shall at all levels of the procedure have the right to counsel.

g) Hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. When such hearings and conferences are held during the College Day, all employees whose presence is required shall be excused for that purpose.

h) The primary purpose of this procedure is to secure at the lowest possible level equitable solutions to grievances arising under this Agreement. Nothing contained herein shall be construed as limiting the right of any faculty member with a grievance to discuss the matter informally with the appropriate administrator or proceeding independently as described in this procedure.

Section 3. Procedure

a) In the event that the grievance cannot be resolved informally between the grievant and the appropriate administrator or his designee, the grievant shall, within fifteen (15) days from the discovery of the event upon which the grievance is based, but in no case later than one (1) full semester after the semester in which the event occurred (excluding spring and summer terms), serve a written grievance upon the appropriate administrator and discuss the same with such administrator, either individually or together with his Forum representative. Such administrator or his designee shall attempt to resolve the formal grievance within five (5) days of its presentation by filing a written response.

b) In the event the grievant is not satisfied with the disposition of the grievance at Step a), the grievant may, if he is either an instructor or an assistant librarian, submit the grievance to the Vice President for Instruction or his designee within ten (10) days from the date the grievance was filed. If the grievant is a counselor, the grievant may submit the grievance to the Vice President for Student Affairs or his designee within ten (10) days from the date the grievance was filed. In either case the grievant must inform the appropriate Vice President of why he rejected the previous answer. Within ten (10) days from the receipt of the grievance, the appropriate administrator or his designee shall meet with the interested parties and render a written decision to the grievant.

c) In the event the grievant is not satisfied with the disposition of his grievance at Step b), he may within thirty (30) days from the date of initial filing submit the grievance to the President or his designee. The grievant must inform the President or his designee why he rejected the previous answer. Within ten (10) days from the receipt of the grievance, the President or his designee shall meet with the interested parties and render a written decision to the grievant.

d) If the grievant is not satisfied with the disposition of the grievance in Step c), the grievance may, within fifty (50) days from the initial filing, be submitted to arbitration by serving a written request

ARTICLE X (cont'd)

for arbitration to the Chairman of the Board, with a copy to the President. Following the written notice of the request for arbitration the grievant or his designee and the Director of Personnel or his designee shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within five (5) days after the date of the request for submission to arbitration the arbitrator shall be selected according to the rules of the American Arbitration Association. The arbitrator shall have no power to add to, subtract from, alter, or in any way modify the terms of this Agreement or any existing Board rule, regulation, or policy. He shall give no opinion with respect to any matter left by this Agreement or by law to the discretion of the Board of Trustees or administration. The result of the decision shall be implemented within fifteen (15) days of receipt of the decision.

e) The Board of Trustees and the grievant will each pay one-half (1/2) the arbitrator's fees and expenses.

ARTICLE XI

CONTRACTS

Section 1. A full-time contract for thirty-six (36) or forty-eight (48) weeks will be issued to all faculty members as defined in this agreement. Such contracts shall be either full status, temporary or probationary.

All full-time counselors and assistant librarians will be issued twelve (12) month contracts containing forty-six (46) weeks of assigned duties.

a) A full status (continuing) contract shall be issued to each faculty member after successfully completing their probationary period. Such contract is issued only once and is updated annually by issuing a salary addendum.

b) New faculty members will be issued probationary contracts for each year during their probationary period.

In the event that a faculty member is not offered the second or third probationary contract, he will be notified in writing by March 15. In the event that a faculty member is not offered a full status contract, he will be notified by March 15.

Section 2. Supplemental contracts will be issued for extensions of the Instructional College Year and for certain specified reasons listed below:

a) Overload teaching during the Instructional College Year.

b) Classes taught in addition to and outside of the basic load.

c) Certain specified extra curricular assignments, Article XII, Section 4.

d) Certain specified extra preparations, Article V, Section 6.

Section 3. A temporary (terminal) contract shall be issued to fill all positions known to be temporary at the time of employment.

a) A temporary contract shall be issued either:

(1) In the event of an emergency that results in the temporary absence of a full-time faculty member, or

(2) To temporarily replace a faculty member who is on extended personal or professional leave. In no case shall a temporary contract be issued for a period greater than one (1) year, nor may it be renewed more than once, unless mutually agreed to by the Board Representatives and the Forum.

When such contracts are issued, the Forum will be notified as to its purpose and duration.

b) The temporary contract will be equivalent to a probationary contract in the event that a faculty member is later issued a probationary or full status contract.

c) All provisions of the Master Contract will be in full force and effect except that a failure to renew or offer a probationary contract or a full status contract is not subject to the grievance procedure.

ARTICLE XII

COMPENSATION

Section 1. The basic salaries of faculty members covered by this Agreement are set forth in Appendix A.

Section 2. General Provisions

a) The salary schedule has four tracks; namely, Bachelor's Degree or equivalent; Master's Degree or equivalent; Master's Degree plus 30 semester hours or more; and Doctorate. The degree must be earned from an institution accredited by a nationally recognized regional accreditation association.

b) Faculty members earning graduate college credits in addition to those used for initial placement may file these credits with the appropriate Vice President for new track assignment. Application for such new assignment must be made within thirty (30) days of the opening of each semester, and must be substantiated by an official transcript. Contracts shall be adjusted accordingly beginning with the semester in which application is made.

Section 3. Initial placement on a step in an assigned track shall be accomplished in the following manner:

a) For Degree Holders - credit for up to seven (7) years of experience will be allowed upon the basis of the factors set forth below.

(1) College teaching, counseling, or librarian experience will be equated one for one.

(2) Industrial, and/or public school (K-12) teaching, counseling, or librarian experience and related non-teaching experience will be equated two for three.

(3) Teaching fellows or teaching assistant experience will be equated two for three.

b) Degree Equivalency - The following criteria shall be used for granting of equivalency:

(1) To be given credit for a baccalaureate degree the faculty member must have been employed in an occupation directly related to his contract assignment for a minimum period of five (5) years.

(2) To be given credit for a master's degree, the instructor must hold a baccalaureate degree and must have been employed in an occupation directly related to his contract assignment for a minimum

period of four (4) years.

(3) Where the work experience of the instructor exceeds the minimum requirements listed above, the excess may be used for track placement purposes, but experience once allocated for equivalency purposes cannot be used again for track placement.

(4) A Juris Doctorate degree shall be equated to a Master's degree.

c) For either case a) or b) above (degree holders and degree equivalency):

(1) Any fractions appearing in the total figure will be rounded to the nearest whole number.

(2) The determination of such credit is the responsibility of the appropriate Vice President following consultation with the Department Representative and the applicant. A record of experience so allocated must be properly noted and made part of the faculty member's personnel record and a copy will be furnished to the faculty member and the Forum within two (2) weeks of the applicant's first day of employment.

Section 4.

a) When full-time faculty members are employed under a supplemental contractual agreement as a coach in inter-collegiate athletics he shall be paid in accordance with the schedule contained herein:

Basketball	$1400
Basketball Assistant	600
Cross Country	700
Golf	700
Soccer	900
Swimming	1025
Tennis	700
Wrestling	1125
Women's Basketball	540
Women's Field Hockey	450
Gymnastics	700

b) When the Vice President for Student Affairs or his designee determines that a qualified individual is required to assist in an institutionally funded student activity program, that person shall be issued a supplemental contract. In addition,

individuals may assist student clubs or organizations on a voluntary basis.

c) When a full-time faculty member acts as a timer or scorer in an inter-collegiate athletic contest he shall be paid Ten ($10.00) Dollars per activity.

d) When a full-time faculty member is appointed as Head of Intramurals he shall be given a supplemental contract for four (4) contact hours per semester.

Section 5. Salary Payments - General Provisions - Faculty members shall be paid every other Friday, except when a scheduled payday falls on a holiday or at the beginning of a vacation period. In these cases the paycheck shall be made available not later than the last instructional day preceding the holiday or the beginning of the vacation period. (See payroll schedule, Appendix C)

Section 6. Compensation to faculty members issued twelve (12) month contracts will be paid in twenty-six (26) equal installments.

Section 7. Compensation to faculty members issued regular contracts or salary addendums for the Instructional College Year (thirty-six (36) weeks) will be paid in nineteen (19) or twenty-six (26) equal installments at their option. Once an option is selected it shall be continued for an annual period. In emergency situations a faculty member on a twenty-six (26) payment schedule may request after May 1, the balance of his salary payments.

Section 8. Compensation to faculty members issued a supplemental contract will be paid in accordance with one of the following:

a) Overloads during the instructional year will be paid in seven (7) equal installments beginning with the third regularly scheduled payroll in the appropriate semester.

b) Extensions of the instructional year will be paid in four (4) equal installments beginning with the second pay date during the extension period.

c) All compensation for extra-curricular activities shall be paid on the first regularly scheduled payroll after the conclusion of the activity, except that if the activity is year long in nature, payment will be made with the last pay period of each semester.

COMPENSATION

Section 9. Overtime compensation shall be recorded and approved in a manner prescribed by the Personnel Office and will be paid at the first regularly scheduled payroll occurring after the period in which such compensation was earned.

Section 10. Overloads, overtime, and supplemental instruction shall be compensated for in the following manner:

a) Overloads and supplemental instruction shall be paid at the rate of Two Hundred ($200) Dollars per course contact hour. (i.e. Accounting 201 (4-1) shall have five (5) course contact hours. 5 x $200 = $1000);

b) Work in excess of the basic load for assistant librarians, counselors, and culinary arts personnel shall be paid at the rate of Nine Dollars and 50/100 ($9.50) per clock hour.

c) Culinary Arts personnel shall have an overload of Three Hundred Sixty (360) hours for the Instructional College Year which shall be an integral part of their basic load assigrment. Such work shall be compensated for in the manner set forth in subsection (b) above.

d) The coordination portion of the Medical Records program, when assigned, shall be equated to four (4) contact hours and shall be included in the basic load.

ARTICLE XIII

FRINGE BENEFITS

Section 1. Insurance 1972-73

A. The Board will provide without cost to the faculty member the current college insurance package covering both the faculty member and his family.

B. The College insurance plan as it is currently constituted is shown below. This section is illustrative but not inclusive.

1) Hospital (Room and Board); 120 days, semiprivate room actual expense, hospital miscellaneous expense ($500 limit), doctors' visits ($8.00 daily) and out-patient benefits ($500 limit) are included.

Benefits covering diagnostic procedures, ordered by a doctor, and supplemental accident, not resulting in hospitalization, are also included.

2) Surgery - actual expense at reasonable and customary charges.

3) Major Medical; $100 individual deductible, 80% payment thereafter, $50,000 limit.

C. The Board will also provide without cost to the faculty member a long term disability benefit commencing the 121st day of disability at 70% of salary with a maximum payment of $1,250 monthly.

D. The Board will also provide without cost to the faculty member a travel accident life insurance benefit in the amount of $50,000 for all employees traveling on college business.

E. The Board will also provide group life insurance protection in the amount of $8,000 that will be paid to the faculty members designated beneficiary. In the event of accidental death, the insurance will pay twice the specified amount. Additional life insurance is available at the faculty member's option.

Section 4. Cont'd)

($2,000) Dollars. Payment in the case of a deceased employee will be made to the beneficiary or the estate of the deceased. Any faculty member who retires under the provisions of the Michigan Retirement Act on or before July 1, 1974, is guaranteed the base amount of One Thousand ($1,000) Dollars.

Section 5.

a) The Board will budget the sum of fifty ($50.00) Dollars per full-time faculty member for purposes of travel to professional meetings or for college business.

b) Specific approval for travel allotments must be obtained by the faculty member from the appropriate administrator through the requisition procedure.

ARTICLE XIV

MISCELLANEOUS PROVISIONS

Section 1. Neither the Board nor the Forum shall discriminate against any faculty member on the basis of race, creed, color, sex, or national origin.

Section 2. Each faculty member shall prior to employment furnish the Board with a certificate of health on a form provided by the College.

Section 3. Faculty members shall retire at the end of the College Year during which the faculty member attains the age of sixty-five (65). No faculty member will be offered a regular contract after reaching the age of sixty-five (65) except upon the recommendation of the President and the approval of the Board. Any extension granted shall be reviewed annually by the Board.

Section 4. In the absence of a State directive or legislation, the Board shall continue to provide free parking space for all faculty members.

Section 5. General Faculty meetings called by the administration or Vice President for Instruction shall be limited to an average of one (1) meeting per month during the Instructional College Year. An orientation meeting of new faculty and a general faculty meeting may be scheduled prior to the beginning of the fall semester in addition to the meetings noted above.

Section 6. Up to fourteen (14) individual work days may be used annually at the discretion of the Forum, for attendance at state, regional or national activities requiring Forum representation, provided that prior notification is given to the appropriate administrator and the utilization of such time shall not impair the instructional program.

Section 7. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. This Agreement shall likewise supersede any contrary or inconsistent terms contained in any individual faculty member's contracts heretofore in effect. All individual faculty member contracts shall be made expressly subject to the terms of this Agreement. Unless specifically stated, no provision of this contract may be waived or altered by the employer or the employee.

Section 8. Unless specifically provided to the contrary, the provisions of this Agreement shall be inapplicable to full-time faculty members performing work under supplemental contracts. The sole exception shall be as follows:

a) The provisions of Art. VIII shall apply when said individuals perform work under supplemental contracts issued for the Spring and/or Summer Sessions. Payments under Art. VIII for absences occurring during such sessions shall be limited to the daily supplemental contract rate.

b) The provisions of Art. VIII, Section 1, shall apply to full-time faculty members while performing work under supplemental contracts during the Instructional College Year. A full-time faculty member using such leave under this provision shall not receive his daily supplemental contract rate in those cases where a substitute is compensated for teaching his class.

Section 9. Official copies of this agreement shall be printed by the Board within sixty (60) days after the Agreement is ratified. A copy shall be presented to all faculty now employed, or hereafter employed by the Board. The Board will also supply to the Forum free of charge, fifty (50) copies of the Agreement, plus more as needed, at reasonable cost.

Section 10. The Christmas Holidays designated in the College calendar will apply to all members of the faculty.

However, counselors and librarians will provide adequate services to guarantee that these operations may continue on a reduced basis during this period to the satisfaction of the appropriate administrator.

Individual work schedules will be developed in consultation with the appropriate members of the faculty.

Section 11. Service Fee

a) To insure a fair and equitable sharing of the Faculty Forum's cost of serving as the statutory bargaining agent for all faculty members, including the cost involved in the negotiation and administration of the collective bargaining agreement and the processing of grievances under such agreement, all members of the bargaining unit shall pay a service fee to the Faculty Forum. This fee will be deducted by the Board from faculty salaries, pursuant to written authorization and transmitted to the Faculty Forum as hereinafter provided. For Faculty members who choose to join the Faculty Forum, the fee will be the dues of the Faculty Forum and its affiliate parent

ARTICLE XIV (Cont'd)

MISCELLANEOUS PROVISIONS

Section 11. Service Fee (Cont'd)

organizations, and for non-members, it is agreed that the fair amount of this fee shall be equivalent to the dues of the Faculty Forum and its affiliate parent organizations. No member of the unit shall be required to become a member of the Faculty Forum and its affiliate parent organizations. Any member of the bargaining unit will, however, have the privilege of membership. In the event that a faculty member shall refuse to either join the Faculty Forum or authorize the payment of the aforementioned service fee in accordance with the provision of paragraph b, the Board agrees to terminate the employment of such faculty member, such termination to be subject to the same review as are terminations of employment for other reasons, as specified in Art. IV, Section 4 d or Section 7, whichever is applicable, of this agreement. The parties expressly recognize that the failure of any faculty member to comply with the provisions of this article is good and adequate cause for discharge from employment.

b) Within ten (10) days after the first day of the first semester, or within ten (10) days of the first date of a faculty member's employment, whichever date is earlier, the faculty member must sign and deliver to the Personnel Office, a written assignment authorizing deduction of either the dues of the Faculty Forum and its affiliate organizations, or the above-mentioned service fee. Such authorization shall continue in effect throughout the life of this agreement or until the employment of the faculty member has been terminated.

c) The deduction of the service fee shall be in uniform amounts and shall be made bi-weekly from regular payroll periods, beginning with the second (2nd) payroll in October and ending not later than the last payroll in April.

d) The Board agrees to promptly remit all monies so deducted, according to written directions of the Forum and to accompany such monies with a list of faculty members and amounts from whom deductions have been made.

e) The Forum shall, no later than November 1st and February 1st, submit to the Director of Personnel, the names of all faculty failing to conform to this article.

ARTICLE XIV (Cont'd)

MISCELLANEOUS PROVISIONS

Section 11. Service Fee (Cont'd)

f) Temporary faculty members holding a temporary contract for less than one full semester shall be exempt from the terms of this article. Those temporary individuals holding a full semester contract shall pay at the rate of one-half (1/2) the total service fee. Those holding a full year temporary contract shall pay the full service fee.

g) The Forum will protect and save harmless the Board from any and all claims, demands, suits, and other forms of liability, including attorneys' fees incurred in connection therewith, by reason of action taken, or not taken by the Board for the purpose of complying with Section 11 of Art. XIV subject however, to the following conditions:

1. The damages have not resulted from the negligence, misfeasance, or malfeasance of the Board or its agents.

2. The Forum, after consultation with the Board, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.

3. The Forum has the right to choose the legal counsel to defend any said suit or action.

4. The Forum shall have the right to compromise or settle any claim made against the Board under this section.

ARTICLE XV

CONFORMITY TO LAW

This Agreement is subject in all respects to the laws of the State of Michigan. In the event that any provision of this Agreement shall at any time be held contrary to law by a court of competent jurisdiction, such provision shall be void and inoperative. All other provisions of this Agreement shall continue in effect.

ARTICLE XVI

WHOLE CONTRACT

This contract constitutes the entire agreement between the parties but it may be amended in writing by mutual agreement of the parties. Such amendment must be ratified by both parties.

ARTICLE XVII

TERMINATION

Section 1. This Agreement shall remain in full force and effect through the 18th of August, 1974, and thereafter for successive periods of one (1) year unless either party shall, on or before the sixtieth (60 th) day prior to expiration, serve a written notice on the other party of a desire to terminate, modify or change this Agreement. Such notice shall be sent by registered mail to the other party and shall specify the changes desired.

IN WITNESS WHEREOF, the parties hereto have set their signatures on the day and year first written above.

SCHOOLCRAFT COLLEGE FACULTY FORUM	BOARD OF TRUSTEES OF SCHOOLCRAFT COMMUNITY COLLEGE DISTRICT
Richard Arlen, Chief Negotiator	Dr. R. Robert Geake, Chairman
Stuart Bloom	Mary E. Dumas, Secretary
Richard Tomalty	Gerald W. Munro, Chief Negotiator
	Edward V. McNally

SCHOOLCRAFT COLLEGE
Livonia, MI 48151

APPENDIX A

1972-73 BASIC SALARY SCHEDULE - 36 WEEKS

*STEP	BACHELOR'S DEGREE	MASTER'S DEGREE	MASTER'S DEGREE + 30 Hours	DOCTORATE
0	8876	9712	10235	10757
1	9503	10444	10966	11489
2	10130	11175	11698	12220
3	10757	11907	12429	12952
4	11384	12638	13161	13683
5	12011	13370	13892	14415
6	12638	14101	14624	15146
7	13265	14833	15355	15878
8	13892	15564	16087	16609
9	14519	16296	16818	17341
10		17027	17550	18072

*Step numbers correspond to years of experience prior to the time a person occupies a step.

Persons employed in 1972-73 will on August 21, 1972 be placed on the 1972-73 Salary Schedule. Credit will be given for an additional experience step when such step is accessible.

A factor of 1.25 shall be utilized to determine salary schedules for Assistant Librarians, Counselors, and forty-eight (48) week Instructors.

APPENDIX A-1

SALARY AGREEMENT 1973-74

1. The Salary Schedule shall be amended as of August 20, 1973 to reflect the addition of a cost of living allowance. The amount of the Cost of Living allowance shall be determined on the basis of the Consumers Price Index for Urban wage earners and Clerical Workers, for the Detroit Metropolitan Area, published by the Bureau of Labor Statistics, Department of Labor (1967 = 100) and hereinafter referred to as the "Index."

2. The Cost of Living allowance shall be contingent upon the availability of the Index in its present form and calculated on the same basis as the Index for the month of June 1972 unless otherwise agreed to by the parties.

3. The amount of the Cost of Living allowance shall be determined as follows:

Index for June 1973

Index for June 1972 - 126.0

Net Change =

4. If the net change between the June 1972 Index and the June 1973 Index does not exceed 2%, a minimum 2% Cost of Living Allowance is guaranteed.

If the net change between the June 1972 Index and the June 1973 Index exceeds 4%, no more than a 4% Cost of Living allowance shall be allowed. The COLA % shall be applied to the 1972-73 base salary and added to it to arrive at the 1973-74 base salary schedule. Such a schedule shall be developed mutually by the Forum and the Administration.

5. Persons employed in 1973-74 will on August 20, 1973 be placed on the 1973-74 Salary Schedule. Credit will be given for an additional experience step when such step is accessible.

A factor of 1.25 shall be utilized to determine salary schedules for counselors, assistant librarians, and forty-eight week instructors.

APPENDIX B

S C H O O L C R A F T C O L L E G E
Livonia, MI 48151

REQUEST FOR CHANGE IN TRACK PLACEMENT

_____
Date of Filing

I_____, Budget Center_____,

request that my track and step placement be changed as follows:

PRESENT PLACEMENT _____ _____ $_____
Track Step

REQUESTED PLACEMENT _____ _____ $_____
Track Step

Reason for requested change:

_____

_____

_____

(Attach necessary documentation)

NOTE: This request must be made to the appropriate Vice President not later than thirty (30) days after the opening of the semester. (See Art. XII Sect. 2 of the current Master Contract)

Approved by _____ Date _____

Rejected by _____ Date _____

Reason for rejection: _____

_____

_____

COPY DISTRIBUTION
(After approval or rejection)
Original - applicant
1st & 2nd copies - Personnel
3rd copy - retained for file

APPENDIX C

SCHOOLCRAFT COLLEGE
Livonia, MI 48151

PAYROLL SCHEDULE

1972-73		1973-74	
August	25	August	24
September	8	September	7
	22		21
October	6	October	5
	20		19
November	3	November	2
	17		16
			30
December	1	December	14
	15		28
	29		
January	12	January	11
	26		25
February	9	February	8
	23		22
March	9	March	8
	23		22
April	6	April	5
	20		19
May	4	May	3
	18		17
			31
June	1	June	14
	15		28
	29		
July	13	July	12
	27		26
August	10	August	9

APPENDIX D
Instructions

I N S T R U C T I O N S

(For filling out the Grievance Forms)

1. Notice that the grievance must be filed in three copies. Each copy is complete with its own routing system, in order that all concerned individuals and groups are constantly kept aware of the progress of the grievance.

2. It is imperative that you be very specific in filling out the forms. Improper wording or an omission, no matter how slight, may invalidate your grievance, and cause you to lose the opportunity to refile. It is urged that you consult with the GRIEVANCE COMMITTEE of the Faculty before you file.

3. Routing of the grievance will be as follows:

   a) All three forms must be filed at Step 1. After that point, only the blue form need be used to pursue the grievance. The white copy will remain in the Personnel Office, and the yellow copy is for the grievant's files.

   b) Answers will be attached thereto by the appropriate administrator and the appropriate box is to be checked off at the bottom of the answer sheet by the grievant or the caseworker.

4. When you have accepted a settlement be sure to advise the Faculty Forum Grievance Committee.

5. If you feel that the Forum might well file a grievance, or if you feel that the Forum should support your grievance, present your case to the Grievance Committe before the original filing.

REMEMBER THAT YOU HAVE THE RIGHT TO HAVE A FORUM REPRESENTATIVE PRESENT AT ALL GRIEVANCE HEARINGS AND CONSULTATIONS! TAKE ADVANTAGE OF THIS RIGHT. IT MAY SAVE YOU MUCH GRIEF.

Note: The white copy of the grievance form follows the instructions. A complete set: white, yellow, and blue, plus the "Answer to Faculty Grievance" may be requested from the Director of Personnel and/or the appropriate administrator.

APPENDIX D

SCHOOLCRAFT COLLEGE
GRIEVANCE REPORT

Name of Grievant _____ Copy 1: ADMINISTRATION

Position _____ Routing Initials Date Rec'd.

Date Filed _____ Step I Area Director

Alleged violation, misinterpretation, or misapplication of existing Board rules, regulations, or policies: Step II Vice President

Article_____,Section_____, or
Board _____,No. _____. Step III President

_____ I will represent myself in the disposition of this grievance.

The Forum reserves the right to be represented at all meetings and hearings conducted pursuant to this grievance procedure and privy to all settlements reached.

_____ I authorize the Forum to represent me.

Caseworker _____

Specifics of the alleged violation (Append additional sheets, if needed)

Settlement desired (Be specific)

_____
SIGNATURE OF GRIEVANT

(Appropriate administrators will append copies of their proposed solutions to each page of the grievance form.)

INSTRUCTIONAL COLLEGE CALENDAR 1972-73

FALL SEMESTER

August 17	New faculty orientation
August 21, 22	Registration
August 21, 22, 23	Faculty Meetings - All faculty on campus
August 24	Classes begin
September 4	Labor Day - No classes
September 5	Classes resume
November 23, 24	Thanksgiving Recess - No classes
November 27	Classes resume
December 9	Last day of classes
December 11, 12, 13, 14	Final Examinations
December 18	Grades due by noon

WINTER SEMESTER

January 3, 4	Registration
January 3, 4, 5	Faculty meetings - All faculty on campus
January 6	Classes begin
April 19	Last day of classes
April 20	Good Friday - No classes
April 23, 24, 25, 26	Final Examinations
April 27	Grades due by 3:00 p.m.
April 29	Commencement

SPRING SESSION

April 30	Registration
May 1	Classes begin
May 28	Memorial Day - no classes
May 29	Classes resume
June 21	Last day of classes
June 22	Grades due by noon

SUMMER SESSION

June 25	Registration
June 26	Classes begin
July 4	Independence Day - No classes
July 5	Classes resume
August 16	Last day of classes
August 17	Grades due by noon

Fall:	Registration	2 days
	Instruction	74 days
	Weeks of Instruction	
	Final Examinations	4 days
Winter:	Registration	2 days
	Instruction	74 days
	Weeks of Instruction	15
	Final Examinations	4 days
Spring-Summer:	Registration	1 day
	Instruction	36 days
	Final Examinations	1 day

INSTRUCTIONAL COLLEGE CALENDAR 1973-74

FALL SEMESTER

August 15	New faculty orientation
August 20, 21	Registration
August 20, 21, 22	Faculty meetings - All faculty on campus
August 23	Classes begin
September 3	Labor Day - No classes
September 4	Classes resume
November 22, 23	Thanksgiving recess - No classes
November 26	Classes resume
December 8	Last day of classes
December 10, 11, 12, 13	Final Examinations
December 17	Grades due by noon

WINTER SEMESTER

January 2, 3	Registration
January 2, 3, 4	Faculty meetings - All Faculty on campus
January 5	Classes begin
April 12	Good Friday - No classes
April 16	Classes resume
April 20	Last day of classes
April 22, 23, 24, 25	Final examinations
April 26	Grades due by 3:00 p.m.
April 28	Commencement

SPRING SESSION

April 29	Registration
April 30	Classes begin
May 27	Memorial Day - No classes
May 28	Classes resume
June 20	Last day of classes
June 21	Grades due by noon

SUMMER SESSION

June 24	Registration
June 25	Classes begin
July 4	Independence Day No classes
July 5	Classes resume
August 15	Last day of classes
August 16	Grades due by noon

Fall:	Registration	2 days
	Instruction	74 days
	Weeks of Instruction	16
	Final Examinations	4 days
Winter:	Registration	2 days
	Instruction	74 days
	Weeks of Instruction	15
	Final Examinations	4 days
Spring-Summer:	Registration	1 day
	Instruction	36 days
	Final Examinations	1 day

APPENDIX F

A S S I S T A N T L I B R A R I A N

AUDIO-VISUAL MATERIALS

DUTIES AND RESPONSIBILITIES

The Assistant Librarian in charge of Audio-Visual Materials is responsible to the Librarian. The chief duties and responsibilities of this position are:

1. To work closely with the faculty to determine the need of the audio-visual department in light of the curriculum of the college.

2. To formulate policies for the audio-visual department which will best serve the needs of the faculty and students and to submit these policies to the Librarian for approval.

3. To select audio-visual materials and equipment.

4. To initiate orders for audio-visual materials and equipment for the approval of the Librarian and in the manner prescribed by the business office.

5. To classify, catalog, and process the library's collection of audio-visual materials.

6. To be responsible for the circulation of audio-visual materials and keep accurate records of this circulation.

7. To be responsible for the maintenance of the library's audio-visual materials and equipment.

8. To keep abreast of films, records, and other audio-visual materials in order to make intelligent selections.

9. To prepare the annual budget request for the audio visual department for approval by the Librarian.

10. Perform other professional duties as agreed upon between the Librarian and the Assistant Librarian.

A S S I S T A N T L I B R A R I A N ' S APPENDIX G
GENERAL ASSISTANT

DUTIES AND RESPONSIBILITIES

The General Assistant Librarian is responsible to the Librarian. The duties of this position spring primarily from the fact that two other assistant Librarians - the Reference Librarian and the Classification and Cataloging Librarian - need professional help in accomplishing all of their duties. Therefore the chief duties and responsibilities of the General Assistant Librarian are:

1. To serve a portion of each week as reference librarian in the reading room.

2. To serve as assigned as classifier and cataloger under the direction of the Assistant Librarian in charge of this function.

Other duties are:

3. Be responsible for the selection of books in certain subject areas and work closely with members teaching in these areas.

4. Participate in the activities of professional library associations and junior college organizations.

5. Perform other professional duties as agreed upon between the Librarian and the Assistant Librarian.

A S S I S T A N T L I B R A R I A N
PERIODICALS AND DOCUMENTS

APPENDIX H

DUTIES AND RESPONSIBILITIES

The Assistant Librarian in charge of periodicals and documents is responsible to the Librarian. The chief duties and responsibilities of this position are:

1. To take care of the order, receipt, and circulation of all periodical, newspaper, and similar serial publications.

2. To prepare periodical publications for binding.

3. To cooperate with the faculty in selecting periodical publications to be added to the library.

4. To take care of the order, receipt, and use of all government documents including those received by the library in its role as a government depository library.

5. Maintain efficient records of the library's holdings of serial publications and government documents.

6. Handle all correspondence concerning serial publications and government documents.

7. Formulate policies for circulation of periodical and government publications.

8. Prepare the library's annual budget request for periodical and government publications and submit the request to the Librarian.

9. Oversee student employees who do clerical work on periodical and documents.

10. Handle all interlibrary loan requests.

11. Maintain a pamphlet and newspaper clipping file of current materials.

12. Serve a portion of each week as reference librarian in the library's reading room.

13. Participate in the activities of professional library associations and junior college organizations.

14. Perform other professional duties as agreed upon between the librarian and the Assistant Librarian.

ASSISTANT LIBRARIAN
REFERENCE

APPENDIX I

DUTIES AND RESPONSIBILITIES

The Reference Librarian is responsible to the Librarian. The chief duties and responsibilities are:

1. To select materials for the library's reference collection.

2. To spend a portion of each day as reference librarian in the reading room.

3. To be responsible for the selection of books in specified subject areas and to work closely with the faculty teaching in these areas.

4. To provide the faculty with bibliographic assistance.

5. To perform other professional duties as agreed upon by the Librarian and Assistant Librarian.

ASSISTANT LIBRARIAN
CLASSIFIER AND CATALOGER

APPENDIX J

DUTIES AND RESPONSIBILITIES

1. Assist the librarian in developing policies pertinent to the classing and cataloging of library materials.

2. Classify and catalog library materials under direction of the librarian.

3. Assume responsibility for ordering and checking in printed L.C. and Wilson catalog cards.

4. Supervise typing and preparation of catalog cards for filing.

5. Supervise the filing of catalog cards and assume responsibility for the maintenance of the card catalog.

6. Assume responsibility for receiving, inspecting and checking in book deliveries.

7. Assist the librarian in developing policies pertinent to the processing of library materials.

8. Supervise and direct student assistants in the mechanical preparation of library materials, for use by the reading public.

9. Assume responsibility for book repair.

10. Assist with the preparation of books for binding and rebinding.

11. Assist the librarian in encouraging the productive use of the library by students, faculty and public.

12. Serve a part of each week as reference librarian in the library reading room.

13. Assist the librarian in book selection.

14. Assist the librarian in formulating policies for circulation of materials.

15. Assist the librarian in preparing requests for library funds.

16. Assist the librarian in reference work with the students and faculty.

17. Participate in the activities of professional library associations and junior college organizations.

18. Perform other professional duties as agreed upon between the librarian and the assistant librarian.

HEAD OF INTRAMURALS

APPENDIX K

DUTIES AND RESPONSIBILITIES

The Head of Intramurals is responsible to the Director of Health, Physical Education, and Athletics. He is responsible for:

1. Scheduling all activities.
2. Publicizing all activities (before, during, after).
3. Keeping records of all activities.
4. Arranging for all facilities.
5. Setting all brackets.
6. Assigning all officials.
7. Preparing the Intramural Handbook.
8. Requesting supplies to be ordered.
9. Taking care of all correspondence.
10. Attending activities when necessary.
11. Supervise all intramural activities that are one time events.
12. Handling all protests.
13. Inventorying all equipment.
14. Attending and chairing all captain's meetings.
15. All men's intramurals.
16. Modifying all rules.

AUTOMOTIVE LABORATORY INSTRUCTOR

APPENDIX L

DUTIES AND RESPONSIBILITIES

Under the direction of the Director, the Automotive Laboratory Instructor serves as a "service manager" as far as the physical facilities of the automotive laboratory are concerned.

He will normally be in the Automotive Department during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. During this time, he will:

1. Receive appropriate cars for instructional purposes - appropriate in terms of the instruction being conducted at that time.

   a) Will write out a job ticket indicating operations to be performed on the vehicle.

   b) Will obtain signature of owner authorizing the repair of the vehicle and the purchase of parts for said vehicle.

   c) Will obtain parts as needed following the purchasing procedure established by the College.

   d) Parts used on the car will be billed to the customer on the job ticket following College procedure.

   e) Will road test or dynamometer test as needed or inspect vehicle before delivery is made to customer and will certify that the vehicle is ready for delivery.

   f) Will have all charges accounted for in accordance with established accounting procedures before vehicle is delivered.

2. Supervise the parts crib and all purchasing and billing in accordance with College procedures. This will include:

   a) Purchasing of parts to be resold.

   b) Stock and inventory of parts.

   c) Billing of parts to customer.

   d) Control of supplies provided for instructional purposes.

   e) Accounting of all supplies used for instructional purposes i.e., batteries used in diagnostic equipment.

f) Bills, invoices, credit memos, returned parts, laundry, etc. will be accounted for at the end of each month in accordance with College procedure.

g) All tools, supplied by the School for instructional purposes, will be accounted for by proper storage (tool racks, etc.) and will be issued to students or instructors only by College approved procedure.

h) Supplies and parts used for instructional purposes will be accounted for by following approved procedures.

3. Laboratory Maintenance:

a) Maintain all equipment i.e. hoists, alignment racks, dynamometers, diagnosis equipment in the laboratory. The laboratory includes the 1 ft area.

b) Reports to the Director of the Technical Division any repairs or maintenance problems which the Automotive Department is not equipped to handle.

c) Assists instructors when "mock-ups" are needed i.e. cut away brakes, carburetors, etc.

d) Assists instructor with the problems of engine mounting - component mounting, etc. for instructional purposes.

4. Storage of cars outside:

a) Supervises the parking lot for storage of cars being worked upon, but stored outside waiting for parts.

b) Supervises car storage area between buildings and maintains heating system.

c) Responsible for general condition of area i.e. removal of junked parts.

5. Advises students in the proper use of all tools and equipment.

6. Contract is for forty-eight (48) weeks at 1.25 rate.

C O O P E R A T I V E T R A I N I N G APPENDIX M
C O O R D I N A T O R / I N S T R U C T O R
BUSINESS AND DISTRIBUTIVE

DUTIES AND RESPONSIBILITIES

The duties and responsibilities are as follows:

1. To coordinate cooperative training programs in the Business and Secretarial departments of the Applied Science Division.

2. To recruit and select appropriate training stations. To visit industrial/business firms to provide employment and community service information.

3. To interview, select, and place cooperative training students. Visit area schools and work with the coordinators and counselors.

4. To conduct employer visitations for student evaluation.

5. To conduct student conferences for job improvement and evaluation.

6. To instruct Business Cooperative Training classes.

7. To provide special instruction, assignments, and projects to strengthen students' job performance.

8. To assist in full-time placement of Business cooperative training graduates.

9. To maintain necessary records and files.

10. To perform other professional duties as agreed upon by the Coordinator/Instructor and the Director.

11. Coordinators are eligible to teach under a supplemental contract in their area of competence subject to the department rotational agreement.

12. Consistent with past practice, each coordinator will be offered a contract for the spring session to recruit students, locate job stations, and locate summer employment for students related to their co-op experience.

C O U N S E L O R S

APPENDIX N

DUTIES AND RESPONSIBILITIES

The Counselors are responsible to the Vice President for Student Affairs and to the Director of Counseling. The duties and responsibilities assigned to this position are:

1. Participating in the total guidance and counseling program, including academic, vocational, and personal counseling.

2. Interview new students and develop individual programs with them.

3. Counsel students transferring to other colleges and prepare necessary forms, except official transcripts.

4. Administer individual interest, aptitude and interest tests as needed.

5. Plan and conduct the freshman orientation program.

6. Maintain vocational information files.

7. Maintain information pertaining to scholarships at four-year institutions.

8. Participate in student withdrawal and academic dismissal studies.

9. Visit with senior colleges and high schools to develop articulation between Schoolcraft College and other educational institutions.

10. Visit industries to expand departmental awareness of vocational opportunities.

11. Consult with instructors to improve departmental articulation.

12. Test and screen students in terms of their placement in specific technical and academic programs.

ADMISSIONS COUNSELOR

APPENDIX N-1

The Admissions Counselor is responsible to the Vice President for Student Affairs and to the Director of Admissions.

DUTIES AND RESPONSIBILITIES:

1. Interview and counsel incoming students who are applying to the College and desire assistance with procedures or curriculum choice.

2. Assist in the programs to recruit new applicants and to interpret the College to the community.

3. Visit junior and senior high schools to develop articulation between the College and the schools in the College community.

4. Advise prospective students about the vocational and educational avenues open to them.

5. Assist in the application and registration of applicants during the registration periods.

6. Interview and readmit students who have been absent from campus for more than one semester.

7. Assist with the GED testing program in all phases including administration, analysis and interpretation.

8. Review records and admit applicants to the College.

9. Assist in the research projects developed by the Office of Student Affairs.

10. Assist in the total guidance and counseling programs, including academic, vocational, and personal counseling.

COUNSELOR IN CHARGE OF STUDENT ACTIVITIES

APPENDIX N-2

This counselor is directly responsible to the Vice-President for Student Affairs.

DUTIES AND RESPONSIBILITIES:

1. To plan, organize, and direct all functions related to the Student Activities Office.
2. To encourage the involvement of students and student organizations in the development and implementation of a calendar of education, cultural, and social activities.
3. To supervise and coordinate faculty advisers, consultants, and other organizational assistants to student organizations.
4. To supervise the secretarial personnel and student aides assigned to the Student Activities Office.
5. To counsel students on academic, financial, vocational, and personal matters.
6. To act as liaison between the Student Senate and the Office of Student Affairs.
7. To advise the Student Activities Board and the Student Senate.
8. To make recommendations to the Vice President for Student Affairs on matters relating to procedures and policies in the area of student activities.
9. To approve all posters and establish procedures for their display.
10. To approve all announcements for the student bulletin boards, and schedule the use of display cases.
11. To assist students to form new clubs and organizations and to help draft their constitutions.
12. To insure that all college sponsored organizations and activities are operating in accordance with established fiscal and budgetary procedures.
13. To supervise and authorize the expenditures of money for student activities from institutional funds.
14. To prepare and submit to the Vice President for Student Affairs the Student Activities Budgets.
15. To manage the games room.
16. To submit requisitions for personnel, material, and equipment to the Vice President for Student Affairs.
17. To be responsible for the preparation, content, and distribution of the Student Handbook.
18. To make arrangements for the selling of tickets as well as the distribution of I.D. cards.
19. To advise the Miami Association.
20. To assist in maintaining liaison with high schools, other community colleges and senior institutions.

I N S T R U C T O R S

APPENDIX O

DUTIES AND RESPONSIBILITIES

Members of the faculty at Schoolcraft College designated by the title "Instructor" are responsible to the Vice President for Instruction. The primary duty of the instructor is to teach. The following responsibilities are considered significant.

1. Teach courses in accordance with the description published in the catalog.

2. Schedule office hours for student consultation and post these hours prominently.

3. Meet all scheduled class, office commitments, and final examinations as scheduled.

4. Attend and participate in all scheduled faculty meetings unless excused by the appropriate administrative officer or unless classes conflict.

5. Maintain attendance records of students and submit required reports to the Registar's office.

6. Prepare and submit to the Registar grade reports on schedule.

7. Submit to the Director of Counseling reports on all students who the faculty member believes are in need of counsel.

8. Attend and participate in all scheduled department meetings.

9. Cooperate with his department in developing course outlines.

10. Assist the Director in the maintenance of the laboratory and laboratory equipment used by the instructor.

OCCUPATIONAL THERAPY ASSISTANT

COORDINATOR/INSTRUCTOR

DUTIES AND RESPONSIBILITIES

A. Instructional Duties and Responsibilities:

The instructional duties and responsibilities are the same as for any instructor.

B. Coordination Duties and Responsibilities:

The coordination duties and responsibilities are described below.

1. Evaluate and recommend appropriate hospital sites for Occupational Therapy directed practice affiliation to the Director of Health Careers.

2. Enlist the assistance of hospital Occupational Therapy Administrator as Affiliation Supervisors and conduct appropriate orientation sessions.

3. Develop the instructional directed practice assignments for use by Affiliation Supervisors.

4. Schedule all freshmen and sophomore Occupational Therapy students on a rotation basis so that each student completes the required directed practice training in the various hospital sites.

5. Conduct coordinator-affiliation supervisor visitations for student evaluation after each rotation period.

6. Conduct coordinator-student conferences for evaluation and assistance in problem areas.

7. As an Occupational Therapy Administrator, act as liaison between Schoolcraft College and the Michigan Occupational Therapy Association in the continuing of a high quality instructional program.

8. Maintain the required records and reports.

9. Maintain close communication with the Director of Health Careers to insure efficient direction and continued effectiveness of the Occupational Therapy Program.

10. Continue to develop the curriculum library and assist the college with recruitment of students.

11. Maintain files on file with the Committee on Accreditation of the Michigan Occupational Therapy Association and represent the Occupational Therapy Program in any subsequent accreditation survey.

MEDICAL RECORDS TECHNOLOGY

COORDINATORS/INSTRUCTORS

DUTIES AND RESPONSIBILITIES

A. Instructional Duties and Responsibilities :

The instructional duties and responsibilities are the same as for any instructor.

B. Coordination Duties and Responsibilities:

The coordination duties and responsibilities are described below. The coordination portion of the Medical Records Technology Coordinator/Instructor load will be equated to four hours.

1. Evaluate and recommend appropriate hospital sites for medical record directed practice affiliation to the Director of Health Careers.

2. ist the assistance of hospital Medical Record Administrator as Affiliation Supervisors and conduct appropriate orientation sessions.

3. Develop the instructional directed practice assignments for use by Affiliation Supervisors.

4. Schedule all freshmen and sophomore medical record students on a rotation basis so that each student completes the required directed practice training in the various hospital sites.

5. Conduct coordinator-affiliation supervisor visitations for student evaluation after each rotation period.

6. Conduct coordinator-student conferences for evaluation and assistance in problem areas.

7. As a Registered Record Administrator, act as liaison between Schoolcraft College and the American Medical Record Association to the continuing of a high quality instructional program.

8. Maintain the required records and reports.

9. Maintain close communication with the Director of Health Careers to insure efficient direction and continued effectiveness of the Medical Record Technology Program.

10. Continue to develop the curriculum as necessary and assist the college with recruitment of students during the target activity-six (36) month curriculum period.

11. Take an active role with the Council on Medical Education of the A.M.A. and implement the Medical Record Technology Program in any subsequent accreditation program.